

Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, January 9, 2025  
Board Meeting 5:30 p.m.  
Cardinal Event Center

- I. Adoption of Agenda.....Exhibit 1
- II. Approval of December 10, 2024, Regular Meeting Minutes.....Exhibit 2
- III. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. SGA Report
  - C. Administrative Reports
    - i. Comparison of Expenditure to Budget
    - ii. Facilities Report
  - D. President's Report
- IV. New Business (Action, Report, or Discussion)
  - A. Department Review .....Exhibit 3
  - B. Staff Employment Letters .....Exhibit 4/5
  - C. Neighborhood Revitalization Renewal for the City of Altamont .....Exhibit 6
  - D. Approval of Bills.....Exhibit 7
- V. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to public comment with the following statement:

***“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”*** The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.
- VI. Next Regular Board Meeting: Thursday, February 13, 2025, 5:30 p.m., Cardinal Event Center
- VII. Adjournment

**LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
December 10, 2024**

The Board of Trustees met at 5:30 p.m. on Tuesday, December 10, 2024, at the Cardinal Event Center.

**Members Present**

Greg Chalker  
Carl Hoskins  
Rod Landrum  
Montie Taylor  
David Winchell

**Members Absent**

Becky Dantic

**Others Present**

Dr. Mark Watkins	Leanna Doherty	Kelly Kirkpatrick	Theresa Hundley
Dr. Ken Elliott	Lindi Forbes	Haley Walker	Kevin Doherty
Ray Nolting	Megan Fugate		

Heidi Flora recorded the minutes.

**Adoption of Revised Agenda (ACTION ITEM)**

Vice Chair Landrum asked for changes or additions to the *revised* meeting agenda. There were none. Trustee Hoskins moved to approve the *revised* meeting agenda as presented. Trustee Winchell seconded the motion and the motion carried 5-0.

**Approval of Regular Meeting Minutes (ACTION ITEM)**

Vice Chair Landrum asked for corrections or additions to the November 14, 2024, regular meeting minutes. There were none. Trustee Taylor moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report:** None

**Student Government Report:** None

**Administrative Report:**

**Comparison of Expenditures to Budget:** The November financial report was placed on the tables. At the end of November, we were 42% through the year. The general fund was 38% expended and the technical education/vocational fund was 37% expended. Vice-President Doherty invited questions from the Trustees.

**Facility Report:** Kevin Doherty, Facilities Director, reported on recent HVAC repairs and expenses. He also reported on the vibration analysis for the athletic complex HVAC system and stated that the new required fencing for the baseball dugouts has been completed.

**President's Report:** Dr. Watkins shared that he will be scheduling time during future Board meetings for various trainings for the Trustees

Dr. Watkins discussed the January 9, 2025 Board meeting and explained that due to how it falls in the month, it would be necessary to move the 2025 reorganization discussion to the February 13, 2025 Board meeting.

Dr. Watkins reported on the KACC meeting that was held on campus December 6-7.

**New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)**

**Department Review**

Vice President Kirkpatrick and Megan Fuguete, Director of Financial Aid, presented the 2024 Financial Aid Department Review. Trustee Chalker moved to accept the Financial Aid Department Review. Trustee Winchell seconded the motion and the motion carried 5-0.

This discussion will serve as Board of Trustee training in Financial Aid.

**Approval of Bills**

Trustee Winchell moved to approve the Claims Register. Trustee Hoskins seconded the motion and the motion carried 5-0.

**Staff Employment Letter** Trustee Winchell moved to approve the Staff Employment Letter for Hannah Kennedy, Director of Public Relations, at a salary of \$47,867 annually, to begin January 6, 2025. Trustee Chalker seconded the motion and the motion carried 4-0 with Trustee Taylor abstaining from the vote.

**Public Comment**

Dr. Watkins reminded everyone of the upcoming Holiday Luncheon that will be held on December 12, 2024, beginning at 10:30 a.m. in the Cardinal Event Center.

Trustee Taylor acknowledged the LCC student-athletes and ambassadors for their assistance at the Stella Wells Auction.

**Adjournment**

Trustee Chalker moved to adjourn the meeting at 6:40 p.m. Trustee Hoskins seconded the motion and the motion carried 5-0.

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**Heidi Flora, Clerk of the Board**

## SUBJECT

Department Review: Athletics

## REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight of the quality of academic and administrative programs and services. Labette Community College completed Departmental (Non-Academic Program) Reviews for many years. However, the process was paused for a time due to a variety of factors. The process has been updated and has resumed as of the 23-24 Fiscal Year.

## BACKGROUND

The Departmental Review, Planning, and Development framework facilitates a systematic approach to continuous improvement. This process aims to maintain a focus on student success and community needs, enhance departmental coherence and quality, align departmental needs with campus priorities and budgeting, and ensure consistency with the college's mission to provide quality learning opportunities in a supportive environment for success in a changing world.

VPSA and department staff will present the Athletics Department Review to the Board of Trustees.

## PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the department review for Athletics.

Agenda Item #: IV.B.  
Date: January 9, 2025

SUBJECT

Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of selected employment contracts and letters.

BACKGROUND

Agustina Chavarria and Jacoby Harris have both accepted custodian positions.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Staff Employment letters for Agustina Chavarria, custodian, to begin 1/6/2025, at \$14.56/hour; and, Jacoby Harris, custodian, to begin 1/13/25, at \$13.91/hr.

## Biography

### Agustina Chavarria

Agustina Chavarria has accepted the position of Custodian to begin on 01/06/2025. She brings experience from managing local stores in Parsons for several years, always ensuring store appearance was a priority.

## POSITION DESCRIPTION

### CUSTODIAN

**Reports to: Custodian Supervisor**

**Organizational Unit: Staff**

**Salary range: Grade 11, Non-exempt, Full time**

**Revision Date: October 2024**

#### **I. Basic Purpose of Position**

The Custodian is responsible to the Custodian Supervisor - evenings and Director of Facilities - days for the general upkeep and cleanliness of the physical plant of the College.

#### **II. Essential Job Functions**

- A. Ability to install and move college properties and furniture on campus
- B. Ability to set-up and break down chairs, tables, etc. for the various activities held on campus
- C. Ability to assist when and where needed in the general maintenance of the grounds of the campus
- D. Ability to assist in the performance of whatever tasks are necessary in the maintenance of the grounds during inclement weather
- E. Ability to perform the duties necessary to promote and preserve the general cleanliness of the physical plant on campus which include: cleans whiteboards and trays; empties and cleans trash containers; cleans and vacuums carpets; sweeps, mops, and waxes floors, stairwells, etc.; dusts rooms, offices, etc.; cleans restrooms; mows grass, weed eat, removes snow, etc.
- F. Ability to maintain security of buildings, grounds and college property
- G. Ability to have on-person and operational the College provided cell phone
- H. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- I. Ability to follow all LCC policy and procedures
- J. Ability to maintain regular and timely attendance as required

#### **III. Consulting Tasks**

Performs other duties related to the maintenance of the physical plant as assigned

#### **IV. Supervises the Following Staff**

None

#### **V. Required Knowledge, Skills and Personal Qualifications**

- A. Knowledge of general custodial duties and responsibilities
- B. Be able to lift a minimum of fifty pounds
- C. Ability to learn complicated tasks
- D. Ability to perform assigned work tasks on a ladder or scaffolding
- E. Must possess and maintain a valid driver's license

**VI. Preferred Experience**

Experience in general custodial work

**VII. Educational Background**

High School diploma or equivalent

**VIII. Working Conditions/Environment**

- A. Required overtime will be compensated at the rate of 1 ½ times for the time worked.
- B. Outside work
- C. Inside work
- D. Perform custodial duties on a shift basis
- E. Crawl, bending, squatting movements
- F. Perform custodial duties on holidays and weekends
- G. Ability to work under pressure situations
- H. Required to wear college provided uniforms
- I. Exposure to inclement weather
- J. Obtain and hold a valid driver's license
- K. Lifting up to 50 pounds
- L. Wearing of personal protective equipment required: eye protection when using any power tools, lawn edger's, weed eaters, push mowers and string trimmers
- M. Hearing protection required when operating certain equipment such as mowers, weed eaters, etc.
- N. Gloves required when handling any types of cleaners or chemicals of any kind and when handling trash cans or cleaning



## **Biography**

### **Jacoby Harris**

Jacoby Harris has accepted the position of Custodian to begin on 01/013/2025. In the past, he has worked at a local Parsons company helping individuals in their homes with daily tasks.

**POSITION DESCRIPTION****CUSTODIAN****Reports to: Custodian Supervisor****Organizational Unit: Staff****Salary range: Grade 11, Non-exempt, Full time****Revision Date: October 2024****I. Basic Purpose of Position**

The Custodian is responsible to the Custodian Supervisor - evenings and Director of Facilities - days for the general upkeep and cleanliness of the physical plant of the College.

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- F. Ability to maintain security of buildings, grounds and college property
- G. Ability to have on-person and operational the College provided cell phone
- H. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- I. Ability to follow all LCC policy and procedures
- J. Ability to maintain regular and timely attendance as required

**III. Consulting Tasks**

Performs other duties related to the maintenance of the physical plant as assigned

**IV. Supervises the Following Staff**

None

**V. Required Knowledge, Skills and Personal Qualifications**

- A. Knowledge of general custodial duties and responsibilities
- B. Be able to lift a minimum of fifty pounds
- C. Ability to learn complicated tasks
- D. Ability to perform assigned work tasks on a ladder or scaffolding
- E. Must possess and maintain a valid driver's license

**VI. Preferred Experience**

Experience in general custodial work

**VII. Educational Background**

High School diploma or equivalent

**VIII. Working Conditions/Environment**

- A. Required overtime will be compensated at the rate of 1 ½ times for the time worked.
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- K. Lifting up to 50 pounds
- L. Wearing of personal protective equipment required: eye protection when using any power tools, lawn edger's, weed eaters, push mowers and string trimmers
- M. Hearing protection required when operating certain equipment such as mowers, weed eaters, etc.
- N. Gloves required when handling any types of cleaners or chemicals of any kind and when handling trash cans or cleaning

Agenda Item #: IV.C.  
Date: January 9, 2024

SUBJECT

Resolution to renew the Neighborhood Revitalization Plan for the City of Altamont.

REASON FOR CONSIDERATION BY THE BOARD

Statutes require Board of Trustees approval for inter-agency agreements.

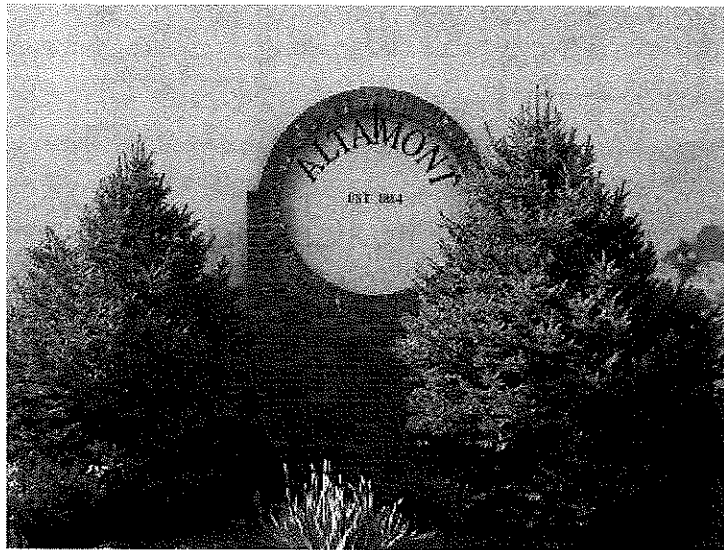
BACKGROUND

The Attorney General requested to have a resolution passed by each signing organization on the interlocal agreement.

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees approve the resolution for renewal of the Neighborhood Revitalization Plan for the City of Altamont for 2025-2029.

NEIGHBORHOOD  
REVITALIZATION  
PLAN



OF THE  
City of Altamont  
2025 - 2029

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## ARTICLE A. PURPOSE AND FACTUAL FINDINGS

- A-1. **GENERAL.** Through this plan the City Council intends to promote the revitalization and development of the neighborhoods within the City of Altamont by stimulating new construction and rehabilitation or redevelopment of the area in order to protect the public health, safety, or welfare of the residents of the city.
- A-2. **COUNCIL ACTION.** Following the provisions of K.S.A. 12-17,114 *et seq.*, the City Council held a public hearing August 8, 2024, and considered the existing conditions and alternatives with respect to the designated area, the criteria and standards for a tax rebate, and the necessity for interlocal cooperation with the other taxing units.

## ARTICLE B. PROPERTY

- B-1. **OWNERS.** A copy of the owners of record within the city limits of Altamont is on file with the City Clerk's Office at 407 S Huston, Altamont, KS as required by State Statute. Individuals may verify the owner of record for each parcel of land, along with his/her mailing address, at the Labette County Appraiser's Office, 501 Merchant St., Oswego, Kansas 67356.

## ARTICLE C. PROPERTY AND ACTIVITIES ELIGIBLE FOR A TAX REBATE

- C-1. **RESIDENTIAL AND AGRICULTURAL PROPERTY.** Eligible residential and agricultural property may be anywhere within the city limits of Altamont. There must be a minimum investment of \$5,000 for residential property to receive tax rebates. This cost must be documented with receipts submitted to the city within 30 days of completion of the improvements.
- a. The following activities occurring to residential property are eligible for the tax rebate:
    - 1) Rehabilitation, alterations, and additions to any existing residential structure. Construction of a new free-standing garage will be considered an addition.
    - 2) Construction of new residential structures.
  - b. The following activities occurring to residential property are **not** eligible for the tax rebate:
    - 1) Improvements to existing, or construction of new, residential accessory structures: such as gazebos, portable storage buildings, swimming pools, etc.
- C-2. **COMMERCIAL AND INDUSTRIAL PROPERTY.** Eligible commercial or industrial property may be anywhere within the city limits of Altamont. There must be a minimum investment of \$10,000 for commercial and/or industrial property to receive the tax

rebate. These costs must be documented with receipts submitted to the city within 30 days of completion of the improvements.

- a. The following activities occurring to commercial or industrial property are eligible for the tax rebate:
  - 1) Rehabilitation, alterations, and additions to any existing commercial or industrial structure used for retail, office, manufacturing, warehousing, institutional, or other commercial or industrial purpose.
  - 2) Construction of new commercial or industrial structures, used for retail, office, manufacturing, warehousing, institutional, or other commercial or industrial purposes.
- b. Improvements to existing or construction of new structures used for public utility or railroad purposes are not eligible.

**C-3. HISTORICAL.** Historical property may be residential, commercial, industrial, or agricultural. The property must be on the National and/or Kansas Historical Register.

#### **ARTICLE D. CRITERIA FOR DETERMINATION OF ELIGIBILITY AND FOR REVIEW AND APPROVAL**

**D-1. ELIGIBILITY CRITERIA.** The City of Altamont will use the following criteria to determine eligibility for the tax rebate:

- a. The applicant must have commenced one eligible activity as stipulated in Article D on or after January 1, 2025, the effective date of this tax rebate program.
- b. The applicant must submit receipts for building improvements to verify the required expense of a minimum of \$5,000 for Residential property and a minimum of \$10,000 for Commercial property.
- c. The applicant must fill out and submit a building permit application.
- d. The applicant must file for the rebate within ninety (90) days of the issuance of a building permit.
- e. At completion of the project, the applicant will provide the city with all of the construction receipts to determine program compliance.
- f. All properties eligible for tax incentives under any adopted Neighborhood Revitalization Plan and any existing tax abatement program may submit only one application per project and can have only one NRP at a time on the same property. This program cannot be combined with any other incentives offered by the City of Altamont, unless approved by the Altamont Governing Body.

**D-2. REVIEW AND APPROVAL.**

- a. **Review.** As well as comparing applications with the criteria set forth by the governing body, City staff will:
  - 1) Determine whether the property of concern conforms with the applicable regulations (i.e., building permit) in effect at the time of application. If the property is not in conformance, the City will deny the rebate. The applicant must ensure the property remains in conformance



for the duration of the rebate period, or the City may cancel the rebate.  
2) With the County, determine whether the property owner is delinquent on any tax payment or special assessment, including special benefit district assessments. The application is denied if it involves property with delinquent taxes.

b. **Approval.**

- 1) The City Administrator, City Clerk or his/her designee has the authority and discretion to approve or reject applications based on the eligibility and review standards contained herein. If an applicant disapproves of the Administrator's or City Clerk's decision, he/she may submit a written appeal to the City Council for a final determination.
- 2) The City Clerk or his/her designee will verify the amount spent on improvements to the property by the receipts that are submitted. Without this proof, the application will be denied.
- 3) County will apply the fixed rebate percentage to any change in assessed value during subsequent years and rebate the appropriate amount to the property owner.
- 4) If an applicant has not completed the improvement by 1 January of the year following the application's submission, then the applicant will not receive a rebate that year. If by the next 1 January the applicant still has not completed the project, then the city will consider the application as withdrawn.
- 5) If an applicant moves an existing building to a new site, the County, before making any rebate, will deduct the building's prior value from the real estate's new value.

## **ARTICLE E. APPLICATIONS**

**E-1. GENERAL.** Interested parties should obtain a brochure and information packet from City Hall at 407 S Huston, Altamont.

**E-2. PRE-CONSTRUCTION.**

- a. The applicant will obtain an application for a tax rebate from City Hall, 407 S Huston, Altamont, when obtaining a building permit application.
- b. To complete Part I of the application, the applicant will provide the following information:
  - 1) Owner's name, phone number, and mailing address.
  - 2) Project address.
  - 3) Parcel I.D. number.
  - 4) Legal description of property.
  - 5) Property type - residential, commercial, industrial, or historical. If historical, then provide proof of historical register listing.
  - 6) Proposed property use.
  - 7) List of buildings proposed for demolition (if applicable).

- 8) If residential, number of units.
  - 9) Property type.
  - 10) Description of proposed improvements.
  - 11) Estimated cost of improvements
- c. The applicant must submit a \$50.00 non-refundable fee with the application.

**E-3. FUTURE YEARS.**

- a. Upon the applicant paying the real estate tax for the subject property for the initial and each succeeding tax year extending through the specified rebate period, and within thirty (30) days following the date of tax distribution by Labette County to other tax units, a tax rebate in the amount of the tax increment: (less an administrative fee as specified) shall be made to the owner. The tax rebate shall be made by the County Treasurer’s Office of Labette County through the Neighborhood Revitalization Fund established in conjunction with the participating tax jurisdictions.
- b. If the property owner/applicant allows any tax or assessment to become past due or delinquent during the term of participation in the program, the owner/applicant will be disqualified, and any current or future rebates will be denied.

**ARTICLE F. TAX REBATE**

- F-1. **PROGRAM PERIOD.** The Neighborhood Revitalization program extends from January 1, 2025, to December 31, 2029. The city reminds applicants that this period pertains to the time in which individuals must **apply**.
- F-2. **REBATE PERIOD.** The rebate period pertains to the length of time each **approved** application lasts.
- F-3. **REBATE PERCENTAGE.** The rebate percentage applies to the incremental increase in taxes associated with the revitalization project, less the administrative fee of 5% being retained by the County. The exact rebate amount may change with any changes to the mill levy. This Plan does not affect the current appraisal value.

**RESIDENTIAL AND AGRICULTURAL**

**NEW CONSTRUCTION OR REHABILITATION**

Year	Percentage
1-5	100%

**COMMERCIAL, INDUSTRIAL AND/OR HISTORICAL**

**New Construction or Rehabilitation**

Year	Percentage
1-10	100%

Agenda Item: IV.D.  
Date: January 9, 2025

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of all expenditures

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.